

Brickyard News

Louisiana Property Assistance Agency

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Auction Information

The next two auctions will be on January 14, 2006 and February 11, 2006. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

P O Box 94095

1059 Brickyard Lane

Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

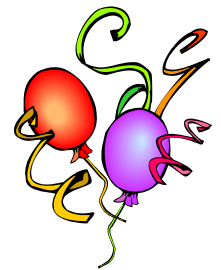
- www.state.la.us/lpaa

Happy Anniversary - Brickyard News

It has been one year since LPAA launched their informative bimonthly newsletter, Brickyard News. The positive responses have been overwhelming. As we have said numerous times, we are La Property ASSISTANCE Agency and are here to assist you with your property and fleet management. The Brickyard News allows us to inform our property and fleet contacts of new Protégé features, informational rules and regulations reminders, instructional details, answer frequently asked questions, etc. The Brickyard News is our "information highway."

Thanks to everyone for the responses and ideas that you have provided to our agency in the past year. We look forward to another year of the Brickyard News and hope that you will continue to use it as a resource for an effective "information highway" for property and fleet management.

If you have any questions or would like to see specific information covered, contact Rebecca by email at rebecca.kleinpeter@la.gov.



CLK

As many agencies have experienced, Computers for Louisiana Kids (CLK) is up and running. In an effort to assist in providing computer technology to Louisiana schools, the Governor's Office has approved a cooperative endeavor with Louisiana Corporate Recycling Council. LPAA has been authorized to allow CLK to pick up surplus computer equipment directly from state agencies. CLK will be advised by LPAA when equipment is available. The pickup process follows these steps:

- An agency completes a surplus transfer for computer equipment no longer needed at their agency.
- These transfers are sent to Patti Wilson, LPAA's CLK Coordinator, and reviewed for computer equipment that will be authorized for CLK to pickup.
- An email is sent to the agency contact person notifying them that CLK will be picking up their surplus computer equipment.
- Attached to that email is a Release Order - CLK, created from the original surplus transfer.
- When CLK picks up the items listed on the Release Order, they must sign for the items that they receive.
- After the pickup is complete, the agency must fax a copy of the signed Release Order to Patti at 225.219.7703.
- Once the Release Orders are received from the agency and CLK, the surplus equipment will be removed from your inventory.



If you have any questions, LPAA's CLK coordinator is Patti Wilson, and she can be reached by phone at 225.342.6890 or email at [patti.wilson@la.gov](mailto:wilson@la.gov).

Auto Shop Relocation

It has been three months since our 1502 North 17th Street location, also known as the Auto Shop, re-located to Brickyard Lane. Many agencies continue to go to that location to turn in vehicles and pick up new vehicles. Please be advised that all surplus vehicles must be delivered to and new vehicles picked up from the Brickyard location. The same friendly folks from the Auto Shop will assist you at Brickyard. The North 17th Street location will strictly be used for auction purposes and will only be open to the public three days prior to the auction, three days following, and auction day. Sorry for any confusion or inconvenience this may have caused.



Transfers to Surplus

Transfers for pickup

When a transfer is created for pickup, Jack Bowden reviews the transfer and schedules a pickup date. The majority of correspondence is through email, so he asks you to check your email on a regular basis. Keep in mind that when a truck is scheduled to go to your agency, it may also be scheduled to make several stops before and after your agency's pick-up. It is imperative that the property to be picked up is labeled with the transfer number and in an easily accessible area. This way, the property can be picked up in a timely manner. If you have a scheduled pickup and need to void the transfer or cancel the pickup for any reason, LPAA needs to be notified. You must contact Jack at 225.342.3407 or by email at jackson.bowden@la.gov at least two days prior to the scheduled pickup date. For information on voiding transfers, see the Brickyard News Vol. 1—Issue 4.

Transfers for delivery

When a transfer is created for delivery, Dedra Matthews reviews the transfer and schedules a delivery date. Only a certain amount of deliveries are approved for each day. This is due to dock space, warehouse space and personnel to unload the trucks. It is imperative that the property to be delivered is labeled with the transfer number. If you have a scheduled delivery and need to cancel, notify Dedra at 225.342.3194 or by email at dedra.matthews@la.gov.



Vehicles for pickup

Any vehicle transfers that are created for pickup must be sent to LPAA with supporting documentation. Prior to the transfer being approved, LPAA must receive the original title and registration, condition report, and pictures of the vehicle. If the vehicle is in driving condition, it will not be approved for pickup. Steve Bice, the assistant director of LPAA, has the ultimate decision for which vehicles must be driven to LPAA and which to pickup. Jack schedules vehicles for pickup after they have been approved.

Vehicles for as-is/where-is

Vehicles that are transferred as-is/where-is are sold by LPAA from their location. These vehicles can not be driven to or picked up by LPAA due to their size or condition (wrecked). Prior to the transfer being approved, LPAA must receive the original title and registration, condition report, and pictures of the vehicle. These vehicles are sold by their pictures on auction day. If you have any questions on which types of vehicles qualify for as-is/where-is, contact your Compliance Officer.

Vehicles for delivery

Any vehicle transfers that are created for delivery must be sent to LPAA with supporting documentation. Prior to the transfer being approved, LPAA must receive the original title and registration, condition report, and pictures of the vehicle. Any questions for delivery should be directed to Veronica Daye can be reached at 225.342.6861 or veronica.day@la.gov.

Property Approved for Scrap

When any transfer is approved for scrap it is deemed of no use to the state and contains no resale value. It is the agencies responsibility to dispose of the scrap equipment in a timely manner. LPAA would like to notify our agencies that there are environmental guidelines for disposal for most computer equipment. With the assistance of the Department of Environmental Quality, LPAA will keep on file a directory of approved recyclers. These agencies can pick up your scrap property or computer equipment **after it is approved**. It is always a good idea to keep your property records current and complete with updated information, so if you have computer equipment that is approved for scrap contact one of these dealers and have them pick it up. It is an environmentally friendly way to handle property control. For the recycler directory, visit DEQ's website at <http://www.deq.louisiana.gov/assistance/recycling/index.htm> or contact Rebecca.



From the Auditors

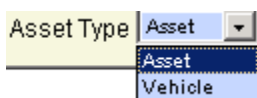
The entire LPAA staff shared a silent moment on November 16, 2005, in the passing of a property manager. Cindy Fontaine was the property manager of the Louisiana Board of Engineers and Land Surveyors until her passing on November 16, 2005. She was an attentive property manager who frequently visited LPAA. Our thoughts to her family, friends, and co-workers.

- The November Brickyard News requested each agency send in a copy of their location index. We have only received 31 of 500. Having a location index is mandatory in the LAC and can be considered a finding if your agency does not have one. Due to the number of agencies who did not send in the requested information, we ask that you send it in before January 30, 2006. If the information is not received by that date, your agency will be in non-compliance and your Compliance Officer will be contacting you for an audit.
- Few agencies misunderstood the request for the location index and sent their inventory print out by location. A location index only lists your locations and the description of the location. No asset numbers should be listed on the index. For example, if you have a location code of 1109C we need to know what that location means. 1109C could stand for the first floor, room 109, of the Claiborne building. Please contact your Compliance Officer with questions.
- Even if your agency does not own any state vehicles, consider reviewing the Fleet Rules and Regulations. Agencies who reimburse employees for using their personal vehicles on state business must complete an MV-7 and submit it to LPAA monthly. Contact your Compliance Officer for details.

Protégé's New Look

In November, Protégé completed an update and added new features that may interest you.

- When searching for an asset or browsing through Protégé, you will notice that the menus are in compliance with the American with Disabilities Act (ADA). For example, on the Asset > Search screen, if using your keyboard you push Alt S, your cursor will bring you to the Serial Number field. This will work by deciding which field you would like to search in, and combining Alt with the underlined letter in that word.
- Also on the Asset > Search screen, the tabs along the bottom show only tabs that can be searched on. The Summary, Notes, and Accounting tabs allow searches, and the History, Disposition, and Validation tabs are not searchable so are not shown on this screen.



- Although the Asset > Search screen underwent numerous changes, one that should stand out is the first selection. When performing a search you can choose to search an asset or a vehicle. This option was continually overlooked until it was updated to be highlighted blue.

- The History tab, which only featured a "Show All" button, now lists the five latest changes made to that asset in a grid format. This allows you to quickly view the most recent updates without having to see the entire history. There is an option for "Show All" and a report for the entire history of an asset. The same grid-type format is being applied under the Accounting, Fuel/Mileage, and Maintenance tabs. This formatting option allows the requested information to load faster.
- For those property/fleet managers who have numerous types of equipment and are unsure what each piece is, it can make inventory quite a challenge. Although not in operation yet, Protégé is implementing a place to upload a picture into your asset inventory. This could assist you during inventory on where the tag is located on the property, or if you have numerous printing equipment and find it hard to distinguish. Think it is going to be complicated to upload pictures into Protégé? Each agency does a physical inventory once a year. During your next inventory carry along a digital camera and photograph the property as you are doing inventory. Maybe even photograph the tag so you can reference the picture for the next inventory. Once the feature becomes available, you will have everything ready to be uploaded directly into Protégé. Contact Rebecca at rebecca.kleinpt@la.gov with any questions.

SEARCH

Asset Number
Agency
Class
Description
Record Type
Make
Model
Model Year
Serial Number

Images: [View \(0\)](#) [Add](#)

Surplus Property Warehouse



Is your computer not working properly? Is your four legged chair standing on three legs? Is your agency in need of property at a reduced cost? Property transferred to LPAA may be assigned for use in other agencies in accordance with established policies. Although a minimal fee is assessed to the receiving agency, property purchased out of the LPAA warehouse could greatly benefit your agency. Many people see the word "surplus" and think it is of no monetary value, broken, or damaged. This is not the case at LPAA. The surplus property that is obtained from LPAA could be valuable to your agency, if on a fixed

budget. In the LAC 34:VII, the definition of surplus property is "any moveable state property which is deemed to be of no further use to the agency." For example, when agencies move into newer buildings and are furnished with new equipment, their older equipment is sent to surplus. Same with furniture or computer upgrades.

Our 70,000+ square foot warehouse holds all of the State of Louisiana's surplus property. Our most common items are desks, chairs, computers, and other office furniture. Many people do not realize the volume of medical equipment, welding equipment, filing cabinets, vehicles, etc., that our warehouse has. This surplus property may also be sold to political subdivisions, municipalities, religious, charitable, or educational non-profit organizations.



We invite your agency to come shop at the LPAA Warehouse and let us assist you with property at a reduced cost. Visit our website for featured items currently available in the warehouse. To inquire more about our warehouse call 225.342.2797 or contact Alton Couvillion at 225.342.6833 for vehicle information.

Important Reminders

- The quickest way to have your Protégé password reset is through email. Directly email chad.beard@la.gov or rebecca.kleinpeter@la.gov for quicker assistance. This will avoid your call being transferred or put on hold.
- Don't forget to run your reports and balance your property information for this quarter.
- A Brickyard News Cumulative Index for 2005 issues has been posted to the website. This will allow a quick reference to find information on a subject featured.
- Protégé user deletions are underway. As featured in the Brickyard News 1-5, an email is being sent to property managers notifying them of users who have not logged into the system in over a year, or have never logged into the system. These users are subject to deletion. Please run the User Access report for your agency and review which users should have access to your property records and which should be deleted.
- During your annual inventory, check each state vehicle and be sure it has a "State of Louisiana For Official Use Only" sticker on the back. If not, contact Rebecca to get one.
- Please check VIN numbers on your agency's vehicles to be sure the VIN on the car, the VIN on the title and registration, and the VIN in Protégé are correct.
- Start reviewing your Requests for Personal Assignment/Home Storage (MV-2) forms for fiscal year 2007. These forms are due May 1, 2006 according to the LAC 34:XI.103.2.d.



Auction Location

Our agency would like to apologize for any confusion the locations of the auction has caused in the past few months. In the past, an auction was held the second Saturday of each month at 1502 North 17th Street in Baton Rouge, with the random "special second auctions" held at Brickyard Lane.



LPAA has decided to use both locations for the surplus auctions. The odd number months (January, March, May, July, September, November) auctions will be held at 1502 North 17th Street in Baton Rouge. The even number months (February, April, June, August, October, December) auctions will be held at 1059 Brickyard Lane in Baton Rouge. Any "special second auctions" will be advertised by email, website, newspaper and flyer.

We will continue to list the address of the auction on the website and in the flyers mailed out. If you have any questions pertaining to an auction, contact our auction department at (225) 342-6854.



**Happy
New Year!
2006**



**Happy Valentines!
February 14, 2006**

